

# Memorandum



**Date:** February 6, 2007

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

Supplement to  
Agenda Item No. 7D

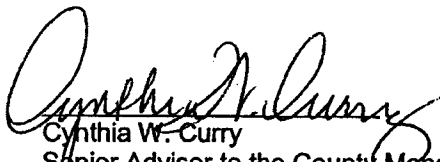
**From:** George M. Surtax  
County Manager

**Subject:** Supplemental Information on Transfer of Documentary Surtax and SHIP Single-Family Homeownership and Rehabilitation Programs from the MDHA to HFA

In July 2006, I notified the Mayor and the Board of County Commissioners that the Development and Loan Administration Division ("DLAD") of the Miami-Dade Housing Agency ("MDHA") would be put under the direct supervision of the Finance Department. MDHA employees continued to staff the operations of the division. However, the additional layer of supervision and review by Finance Department staff helped ensure the proper administration of the various single-family homeownership, rehabilitation, and construction-lending loan activities.

Over the past few months, staff has been carefully reviewing the administration of the homeownership and rehabilitation programs of the Documentary Surtax ("Surtax") and State Housing Initiative Partnership ("SHIP") single-family programs. Staff has met and continues to meet with several lending institutions regarding the administration of various single-family financing programs. Based on the several months of discussion, the consensus is that MDHA needs to ensure that the necessary processes and procedures to administer these financing programs are put in place by MDHA Director Kris Warren's new management team, if Miami-Dade County is to be expeditious and effective with our financing activities. Kris Warren has been in discussions with staff from the County Attorney's Office, Housing Finance Authority ("HFA"), and my office regarding the administration of the Documentary Surtax and SHIP single-family homeownership and rehabilitation programs. It is recommended that these programs be temporarily relocated to the HFA effective December 8, 2006, until such time that MDHA completes assembling its management team, departmental structure and reorganization, as well as the proper procedures and controls to effectively administer these two programs. Legislation effectuating this change has been put on the Board of County Commission agenda for consideration. This legislation is necessary to allow both MDHA and the HFA to administer affordable housing program monies, and no further amendments will be necessary to transfer the single-family homeownership and rehabilitation programs back to MDHA. In addition, a Memorandum of Understanding between the HFA and MDHA to address organizational interaction for the management of the Documentary Surtax and SHIP single-family homeownership and rehabilitation programs will be presented for Board action.

Lastly, construction-lending activities will continue, on an interim basis, under the supervision of the Finance Department. Until the completion of the evaluation of all construction projects, the release of all reports by investigatory agencies, and the establishment of the proper procedures and controls by the new MDHA management team, the Finance Department will continue to provide supervisory assistance to MDHA staff.

  
Cynthia W. Curry  
Senior Advisor to the County Manager